

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**PRACTICAL NURSE SUPERVISOR**

**JOB DESCRIPTION**

Employees in this job supervise resident care aides and practical nurses. The employees perform a full range of standard resident care practical nurse assignments using the laws, regulations, rules, policies, and procedures of the practical nurse service. General methods and procedures are available, but may not be fully applicable to directing human and material resources; therefore, the employee must exercise considerable independent judgment in adapting and applying these methods and procedures to specific situations. The work requires some knowledge of supervisory techniques and personnel policies and procedures.

There are two classifications in this job.

**Position Code Title – Practical Nurse Supervisor-1**

Practical Nurse Supervisor 11

The employee serves as a first-line supervisor of resident care aides.

**Position Code Title – Practical Nurse Supervisor-2**

Practical Nurse Supervisor 12

The employee serves as a second-line supervisor through first-line supervision for practical nurses in an assigned work area.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

## **PRACTICAL NURSE SUPERVISOR**

### **PAGE NO. 2**

Maintains records, prepares reports, and composes correspondence relative to the work.

Directs and maintains the organization and management of specific patient care area and the integrity of patient care standards.

Maintains observations on patient responses to care and treatment program.

Upholds the high standards of resident care by monitoring and ensuring the conditions of health, comfort, safety, and well-being of patients and, providing and maintaining a clean and attractive resident care area.

Monitors and ensures that treatment is carried out in accordance with developed and established programs.

Maintains records, reports, and accounts of patient behaviors, symptoms, reactions, and changes in mental, physical, or social conditions.

Provides assistance in the development and implementation of a care plan for each patient.

Carries out medical orders and performs nursing procedures as prescribed by the physician.

Provides assistance in determining and implementing operational objectives and procedures; recommends changes in existing objectives and procedures when necessary, and assists in their implementation.

Evaluates with staff the effects of interpersonal relationships and environments.

Performs related work appropriate to the classification as assigned.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** Considerable knowledge is required at the 11-level and thorough knowledge is required at the 12-level.

Knowledge of licensed practical nursing techniques and methods.

Knowledge of implementing standard resident care program objectives.

Knowledge of medications and treatments used in the care of patients.

Some knowledge of training and supervisory techniques.

## **PRACTICAL NURSE SUPERVISOR**

### **PAGE NO. 3**

Some knowledge of employee policies and procedures.

Ability to get along well with patients and others.

Ability to instruct, direct, and evaluate employees.

Ability to gather data for clinical and program staff decisions.

Ability to observe and evaluate conditions, reactions, and changes in the physical and mental conditions of patients.

Ability to maintain appropriate attitude and conduct necessary to the welfare of patients.

Ability to maintain records and prepare reports.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Knowledge of mental or behavioral characteristics of residents, students, members, others.

Knowledge of facility and Department rules and regulations governing a standard resident care program.

### **Working Conditions**

Some jobs require an employee to be assigned to work on any day of the week and on any shift.

Some jobs are located in a correctional facility, mental health facility, social services agency, or hospital facility.

### **Physical Requirements**

The job duties require the employee to handle the physical demands of the work including lifting and positioning patients, walking, use of restraints, and aggressive behavior management practices.

### **Education**

Possession of a certificate from an accredited practical nurse education program.

### **Experience**

Practical Nurse Supervisor 11

One year of experience as a Practical Nurse-Licensed E9.

**PRACTICAL NURSE SUPERVISOR**

**PAGE NO. 4**

**Practical Nurse Supervisor 12**

Two years of experience equivalent in responsibility to a Practical Nurse-Licensed E9.

**OR**

One year of experience as a Practical Nurse Supervisor 11.

**Special Requirements, Licenses, and Certifications**

None.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**

**Job Code Description**

PRACNRSPV

Practical Nurse Supervisor

**Position Title**

**Position Code**

**Pay Schedule**

Practical Nurse Supervisor-1

PRNRSPV1

NERE-021

Practical Nurse Supervisor-2

PRNRSPV2

NERE-022

ECP Group 3  
8/20/2000  
JMR/VLWT